

Town of East Windsor  
Board of Selectmen  
Minutes of August 18, 2009

I. TIME AND PLACE OF MEETING

Tuesday, August 18, 2009 at 7:30 p.m. at the East Windsor Town Hall  
(immediately following the **6:30 p.m. Joint Meeting** with WPCA and Economic  
Development Commission.) Ms. Menard called the meeting to order at 7:35 p.m.

II. ATTENDANCE

Denise Menard, First Selectman  
Dale Nelson, Selectman  
Mark Simmons, Selectman  
Richard P. Pippin, Jr., Selectman  
Gilbert Hayes, Deputy First Selectman

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of August 4, 2009

**MOTION: To approve the regular meeting minutes of August 4, 2009, as submitted.**

**Made by Ms. Nelson, seconded by Mr. Simmons**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

V. PUBLIC PARTICIPATION - None

VI. COMMUNICATIONS – The following were for the Board’s information.

- A. CCM Annual Convention
- B. Four Town Fair Information
- C. Approval of the Recovery Act Connecticut Justice Assistance Grant
- D. Correspondence regarding changes in Trash Collection

VII. SELECTMEN’S REPORTS

A. Denise Menard, First Selectman

- The new trash contract begins in September and Ms. Menard provided the rough draft of the flyer of information that will go to residents. This will be weekly trash collection (trash collection four days a week) and every other week for recycling.
- Ms. Menard briefly provided an example of flyers that were on telephone poles that were removed – Enfield had a similar occurrence.
- The town won a case on appeal that had to do with unemployment; and two grievances withdrawn this week.
- She presented draft of a memo of an employee assistance (EAP) meeting regarding customer relations/customer service within the Town business
- New form introduced this week for request for vacation time, personal days and floating holidays (an excel spreadsheet). This will put the responsibility on the employee to keep track of their time themselves. It was well received by the supervisors this week and it will be distributed in paychecks.

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B. Gilbert Hayes, Deputy First Selectman

Talked with Tim Howes school in session soon and accreditation is going on this year. All paperwork is complete and by November 15 start interviews and probably ask Executive Part of town, i.e Board of Selectmen to be interviewed.

Connecticut Children's Place received a donation of tickets to the High School Musical Sign ordinance will have a meeting Thursday morning, Ms. Menard will attend

Carol Madore daughter Teacher of the Year for East Windsor; the next step is State interviews for State Teacher of the Year.

C. Dale Nelson, Selectman

No report

D. Mark Simmons, Selectman

- Veterans Commission – Special meeting planning for Road Race – usually 200 runners and this year would like to get families to walk together. They are going to be soliciting for funding from residents and businesses.
- BMX had a fundraiser picnic. Next Sunday there is another fundraiser at Sam Bucca's.

E. Richard Pippin, Jr., Selectman

No report

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. **Resignations:** None

B. **Re-Appointments:** None

C. **New Appointments:** None

D. **Board and Commission Current Vacancies (See Attached)**

IX. UNFINISHED BUSINESS

- A. Establish Permanent Public Safety Communications Committee and possible recommendation to Town Meeting

Ms. Menard checked Charter to see if establish committees by ordinance or town meeting – can do either. Her suggestion, rather than having ordinances on the books, which can get outdated, a town meeting might be the way to go when establishing committees. It was the consensus to do this by way of Town Meeting rather than ordinance. Ms. Menard distributed March 17, 2009 meeting minutes detailing where the Board left off in the Spring with these discussions. It was mentioned at first this was a Public Safety Study Committee, the charge from April 18, 2002 was reviewed. It evolved as it took on the radio communications project. Ms. Menard wondered if a committee was needed, rather maybe the heads of the public safety agencies can get together twice a year to discuss the communication aspects. These individuals would make recommendations to the Board of Selectmen at budget time regarding what is needed for the budget line. Each department has a communications budget and these people could cover the joint pieces (i.e. repeater, tower, etc). I

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It was the consensus of board - rather than do with a separate committee - that public safety communications/radios be dealt within the staff and volunteers quarterly – they meet as town staff. Public Safety communication can be dealt with at the senior staff level, to include the fire departments. (recreation, education, police, fire departments, fire marshall, public works)

- B. Amend term expiration date of Natural Resource Preservation Committee appointments made at the August 4, 2009 meeting. Expiration date should have been 2/1/2011.

**Amended MOTION of August 4: To reappoint to the Natural Resource Preservation Committee Albert Grant and James O'Donnell as full members for an 18 month term to expire 02/01/2011.**

**Made by Ms. Nelson, Seconded by Mr. Pippin**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

- C. Discussion of Charter Revision questions for November ballot

Ms. Menard was in contact with Attorney Mednick who sent her comments the morning of the meeting. He forwarded four (4) proposed questions that addressed the selectmen concerns. Attorney Menick said you cannot split budget section into all pieces, as if one section fails and others pass, it presents problems.

Attorney Mednick further stated charter revision committee is no longer a committee – as their term ended when the board accepted their recommendations. In follow up Attorney Mednick stated that any presentations by the “Charter Committee” in the future they have to present facts only and not provide any opinions one way or another as a Committee. The same goes for the Board of Selectmen – the Board cannot advise people to vote for or against as Selectmen. Individual opinions can be voiced, but the board/committee cannot make recommendations/opinions. Attorney Mednick felt caution was appropriate.

The Selectmen reviewed the proposed questions and initially stated they were very wordy; and corrections to these questions were made, removing inappropriate language that does not apply to East Windsor government. As the Board reviewed these, in that it was received from Attorney Mednick today, the Selectmen will take time to review proposed question 1 and 2, revise and discuss suggested revisions. It was the consensus that 3 and 4 were acceptable.

The Selectmen will hold a Special meeting on Tuesday, August 25 at 630 the Town Hall to discuss this item. It is postponed to then.

- D. \*Pilot Plan for Park Hill (postponed until September)
- E. \*Discussion and Action regarding Snow Removal Ordinances
  1. Ordinance 68-2 Concerning the Removal of Snow and Ice
  2. Ordinance 74-4 Concerning Night Time Parking and also Snow Removal in the Town of East Windsor

X. NEW BUSINESS

A. E.W. Dog Park Committee request to hold fundraiser

Robin Chesney came before the Board. Parks and Recreation cancelled their meeting last week, but they will be before the Commission at the next meeting. This would be the second annual Barktoberfest. Melissa Green has been away, so they are hoping the date works with her. The Committee is granting permission to hold a fundraiser, the Barktoberfest, at the Reservoir on Saturday, September 26 from 10 a.m. to 3:00 p.m. (rain date, Sunday, September 27). The dogs swim in the reservoir – it is a novel fundraiser and it is a big attraction. The Board of Selectmen had no qualms with this fundraiser, wished the committee well. The committee will go before the Parks and Recreation Committee for permission.

**MOTION: To approve the fundraiser Barktoberfest at the Reservoir Park on September 26 (rain date of Sunday, September 27) pending approval by parks and recreation.**

**Made by Ms. Nelson, seconded by Mr. Hayes**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

B. Request by Town Clerk to upgrade Part time Assistant Town Clerk position

Karen Gaudreau, Town Clerk, came before the Board. Part time assistant town clerk on pay scale with all other clerks in the town and it is not in the same category as other clerks in town. This position has to be a certified town clerk and has to be appointed to the position. The person in that position carries out all duties of office, and is responsible for Town clerk Duties when Town clerk is absent – that is by statute. This person has gone above and beyond to represent East Windsor – on weekends for marriage licenses. Ms. Gaudreau did a salary study and it is noted that her salary is low on the list. Many people who position are higher paid on the list are not certified town clerks. This person holds a masters degree and has five years experience. The position is grossly underpaid for what the responsibilities are. Looking for \$3000 or \$4000 more a year – and this will still have her at average rate. Ms. Gaudreau lost two qualified assistant town clerks who went to other positions in town as they made more money with less responsibility.

Ms. Menard referenced Ms. Gaudreau's August 11, 2009 memo. This came to a head because Ms. Gaudreau learned of the reconciliation clerk salary recently approved. The Masters the Clerk in question has is in Elementary Education. Ms. Menard had stated she cannot authorize an increase in salary – as it is not budgeted for. Ms. Menard made it clear this is no reflection on the current clerk – the \$17 position in the finance department is for less hours – so it fits within the budget set for that position.

Ms. Gaudreau stated at the end of last budget season she returned \$10,000 from her budget. She understands the reconciliation clerk technical responsibilities – the Town Clerk has to maintain her certifications in order to do this job. If she loses this person she

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will not replace it with an assistant town clerk – and it will result in potential non-coverage. This position has been an assistant town clerk position for over ten years. A clerk in that position is useless as the clerk cannot do anything if they are not certified.

While Selectmen understand where Ms. Gaudreau is coming from and the selectmen entertained a similar request recently – that they had to deny. If the Selectmen grant this request and go outside the budgeted amount; everyone will come forward with the same request. The fact is there is no money, and it is understood it is painful.

Ms. Gaudreau indicated this is not about the person in the position now; it is about the status of the position. Ms. Gaudreau was asked if she requested an increase at budget time; but she stated that she was told to not increase budget salaries, so no opportunity to do so. Ms. Gaudreau felt it was sad certain offices that are paid to do work, while this is a certified position. This position is currently working 14 hours, a recent cut in hours. The Selectmen suggested at budget time, Ms. Gaudreau present this position, its certifications

**MOTION: It is with regret, that the Board is unable to upgrade the current Part Time Assistant Town Clerk position at this time.**

**Ms. Nelson, seconded by Mr. Simmons**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

C. Establish Permanent Volunteer Incentive Committee and possible recommendation to Town Meeting

Recommend that establish a permanent seven member Volunteer Incentive Committee consisting of one board of finance member, one board of Selectmen member, a representative from each of fire departments and three at large members - with staggered terms. The term Volunteer Incentive could possibly be charged in the future with suggestions for Volunteers in Town. Recommend incentives to the Board of selectmen for recruitment and retention of volunteers including but not limited to, emergency services. Gil Hayes is the representative for the Selectmen. The party affiliations were discussed; all members will be voting members. Ms. Menard will write this out, figure out the staggered term piece for the next meeting.

D. Discussion of 2008-2009 Annual report

The Board of Finance will discuss this at their meeting tomorrow night. There will be more financial information in the annual report this year, as has been requested. The board reviewed Ms. Menard's letter, it was fine, she will update it in time for the board of finance meeting

E. Tax Refunds

**MOTION: To authorize the tax refunds in the amount of \$980.42 as recommended by the Tax Collector**

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**Made by Mr. Simmons, seconded by Mr. Pippin  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

F. Additional Year-End Transfers

Ms. Menard provided a chart and updated the Board on the current Treasurer's philosophy. There are transfers from accounts to fund these items that are not all related to the expense. It is the current treasurer's philosophy that if the budget has within it, at the end of the year, monies left over that would roll over into the general fund that they can be used to help balance the individual items that are overspent in other parts – not exclusively using the contingency fund. For example, if more budgeted in insurance line than used – can use that money to balance other spots – otherwise it rolls into general fund and contingency is used. This is a different philosophy than the previous Treasurer. The Board of Finance Chair is investigating the state statutes which guide this practice, in fact it may not need that procedure of going to the Boards in place.

Volunteer Health Physicals and Immunizations – hold on it last year and said all who needed physicals that could wait until July 1 – start a new cycle in August; and the Board would transfer last years budget in physicals whatever was left into this year. According to the town treasurer that does not come to the Selectmen for approval, but will be before Finance tomorrow.

See the attached for explanation detail of transfers.

Legal

MOTION: To recommend to the Board of Finance and recommendation to Town Meeting, if needed, transfer of \$1500 from account # 1-01-10-1195-2-200-0000-0 to account # 1-01-10-1015-3-351-0000-0 and \$3,000 from account #1-01-10-1195-2-201-0000-0 to acct# 1-01-10-1015-3-351-0000-0

Made by Ms. Nelson, Mr. Hayes

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

MOTION: To recommend to the Board of Finance and recommendation to Town Meeting, if needed, transfer:  
\$200 from account # 1-01-1010-5-545-0000-0 to account # 1-01-15-2160-5-544-0000-0 and  
\$700 from account # 1-01-10-1010-5-580-0000-0 to account ## 1-01-15-2160-5-544-0000-0

Made by Mr. Pippin, seconded by Mr. Simmons

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

MOTION: To recommend to the Board of Finance and recommendation to Town Meeting, if needed, transfer Public Works Heat Oil Gas and Energy:  
\$12,000 from account #1-01-15-2145-6-620-0000-0 to acct # 1-01-25-3180-6-627-0000-0  
\$16,000 from account # 1-01-25-3185-5-546-0000-0 to acct # 1-01-25-3180-6-627-0000-0  
\$9,000 from account # 1-01-10-1085-6-621-0000-0 to acct # 1-01-25-3180-6-627-0000-0

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\$4,000

Made by Mr. Simmons, seconded by Mr. Pippin  
ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION \$21

Made by Ms. Nelson, seconded by Mr. Simmons  
XI. BUDGET MATTERS

XII. EXECUTIVE SESSION

A. Pursuant to C.G.S. section 1-200 (6) (D)

**MOTION: To enter into Executive Session at pursuant to C.G.S. Section 1-200(6)(D) at 9:30**

**Made by**  
**Seconded by**

**Back in at 9:41**

**MOTION: To allow first selectmen to retain firm of Pullman and comely attorneys as needed.**

**Made by Mr. Pippin, seconded by Mr. Simmons**  
**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

XIII. ADJOURNMENT

\*Starred items will not be discussed, but will remain on agenda pending receipt of additional information.